

1995 Fall Staff Documentation

Table of Contents

<u>Chapter</u>		<u>Page</u>
I.	Introduction	1
	Past and Related Surveys	2
II.	1995 Survey Methodology	3
	Overview	3
	Institutional Universe and Response Rates	3
	Survey Conduct and Editing	6
	Confidentiality of Data	6
	Method of Imputation for the 1995 IPEDS Fall Staff Survey	7
	The 1995 IPEDS Fall Staff Survey Imputation.....	7
	Number of Responding and Nonresponding Institutions.....	8
	Imputations.....	9
III.	User Guidelines for Processing the 1995 IPEDS Fall Staff Data File	11
	Overview	11
	File Structure and Other Information.....	11
	Enhancements and Modifications to the 1995 Files	11
IV.	Record Layout for the 1995 Fall Staff Data Base Files	16

LIST OF APPENDIXES

Appendix

A.	Institutional Characteristics and Coding Schemes	A- 1
	List 1 - State Codes.....	A- 3
	List 2 - OBE Region Codes	A- 5
	List 3 - Regional Accreditation Agency Code	A- 5
	List 4 - Locale Codes – Degrees of Urbanization	A- 6
	List 5 - Percent Minority Enrollment Codes	A- 6
	List 6 - Historically Black Colleges and Universities (HBCU’S)	A- 7
	List 7 - Carnegie Foundation Classification Codes	A-10
	List 8 - Data Source – Medium Used to Collect Data	A-12
	List 9 - Item Imputation Flag Descriptors	A-13
B.	Fall Staff Data Available	B- 1
C.	Summary Results for 1995 Fall Staff Datasets	C- 1
	IPEDS-CN File and Crosswalk for Consolidated/Fall Staff Survey Form.....	C- 3
	IPEDS-S File	C- 4
	IPEDS-S Contracted/Donated Services File.....	C- 6

I. INTRODUCTION

The Fall Staff survey is conducted biennially as part of the National Center for Education Statistics' (NCES) Integrated Postsecondary Education Data System (IPEDS).¹ IPEDS collects staff data in order to fulfill the NCES mandate to report on the demographic, salary, and occupational composition of the staff of postsecondary institutions. These data are useful for analysts and researchers who are monitoring changes in the number and composition of staff over time. Fall Staff data were requested from 9,217 postsecondary institutions in fall 1995.

Postsecondary education institutions completed either the Consolidated survey (IPEDS-CN) or the Fall Staff survey (IPEDS-S). The IPEDS-S collected data on the race and sex of staff from all higher education institutions and all other schools offering a baccalaureate or higher degree. The CN survey was completed by all postsecondary institutions that are not sent the Fall Staff survey. The information by level of detail requested on each survey form is shown below:

Form Type	Institutions	Data Requested By:
S	All higher education institutions and all other schools offering a baccalaureate or higher degree	Full time/part time Sex Occupational categories Race/ethnicity categories Salary class intervals Tenure categories New hires categories
CN	All other schools	Full time/Part time Sex Occupational categories

A crosswalk between the Fall Staff and the Consolidated survey forms is shown in Appendix C.

¹ Other IPEDS surveys include Institutional Characteristics, Fall Enrollment, Fall Enrollment in Occupational Specific Programs, Completions, Finance, Salaries, Academic Libraries, and Consolidated.

Past and Related Surveys

The Fall Staff Survey is one of the eight components of the IPEDS. The IPEDS staff survey covers those postsecondary institutions that are eligible for Title IV financial aid. IPEDS was begun in 1986. Prior to that time, similar data were collected for higher education through the Higher Education General Information Survey (HEGIS), which began in 1966. HEGIS, however, covered only those institutions accredited at the college level by an agency recognized by the Secretary of the U.S. Department of Education. Between 1987 and 1991, the Fall Staff data were collected in cooperation with U.S. Equal Employment Opportunity Commission (EEOC). The U.S. Equal Employment Opportunity Commission (EEOC) collected data on staff through its Higher Education Staff Information (EEO-6) report from all postsecondary institutions within their mandate, that is, institutions that had 15 or more full-time employees from 1976 to 1991. NCES, through the IPEDS system, collected data from all other postsecondary institutions, including all 2- and 4-year higher education institutions with fewer than 15 full-time employees, and a sample of less-than-2-year schools. NCES and EEOC collected staff data biennially in odd-numbered years. The IPEDS files from 1987 to 1991 combine data from the EEO-6 and the IPEDS staff survey to create the IPEDS Fall Staff data tape.

Beginning In 1993, all schools formerly surveyed by EEOC were surveyed by NCES. Additionally, all less-than-2-year schools eligible for participation in the Title IV federal financial aid program were included in the data collection.

II. 1995 SURVEY METHODOLOGY

Overview

The 1995 Fall Staff file contains 8,846 records, 8,746 of which represent postsecondary institutions that are eligible to participate in Title IV programs (financial aid) in the United States and its outlying areas. The remaining 100 are institutions that closed before the 1995 academic year. The 1995 Fall Staff (IPEDS-S) survey was sent to all higher education institutions and all other schools offering a baccalaureate or higher degree. In addition, staff data were collected from all remaining postsecondary institutions that are eligible for Title IV via the Consolidated survey (IPEDS-CN) form.² The staff data collected via the Consolidated survey are integrated into the Fall Staff data base.

Every record in the file includes a UNITID, which identifies a particular institution. The UNITID can also be used to link the data by institution among the various IPEDS surveys and from year to year, this number does not change. In addition, the Federal Interagency Committee on Education (FICE) code is included for institutions of higher education that are accredited at the college level by an agency recognized by the Secretary of the U.S. Department of Education. Because these institutions were previously surveyed under the Higher Education General Information System, they are identified on the data file as HEGIS schools to allow for the continued analysis of higher education trends.

Institutional Universe and Response Rates

A universe of 9,217 postsecondary institutions was initially identified as eligible to participate in Title IV programs based on verified responses to the IPEDS 1994-95 Institutional Characteristics survey. The IPEDS fall staff survey questionnaires were mailed out in July 1995, and survey results were collected from December to July 1996. During this time period, institutions determined to be out of scope of the survey were deleted from the universe. These deletions resulted from formal notification by IPEDS state coordinators, the U.S. Department of Education eligibility notices, and followup telephone calls. Included in the deletions were (1) institutions that were duplicates of others on the file; (2) institutions that had closed or merged with another institution, and thus were no longer a legitimate institution or branch; (3) institutions that no longer offered postsecondary programs; and (4) schools that did not conform to the IPEDS definition of an institution or branch. In addition, the IPEDS Fall staff survey files included 100 institutions that closed before the 1995 academic year and were identified on the file as having a response status code = blank, file position 89. These institutions

² The Consolidated survey is designed to collect information from noncollegiate institutions on fall enrollment, finance, fall staff, completions, and occupationally specific enrollment.

responded to the 1994-95 completions and finance surveys and were maintained on the fall staff file to be consistent with the completions and finance files. Thus, this file contained 8,846 records. At the conclusion of this process, 8,746 institutions represented the final 1995 fall staff universe. The final universe was also adjusted to reflect institutions that changed from one sector to another subsequent to survey mailout. The Fall Staff survey had an overall response of 86.9 percent (see table 1).

Table 1 shows the number of institutions that were mailed a 1995 fall staff survey (or the consolidated form) by level and control of institution, the final inscope universe of institutions receiving either survey form, the number of inscope institutions that responded, and the response rate.

Table 1.--Number of institutions¹ in the 1995 Fall Staff survey and survey response rates, by survey form and sector of institution: 50 states, the District of Columbia, and the U.S. outlying areas

Survey form and sector of institution	Mailed	Final universe	Number responded	Response rate
Total	9,217	8,746	7,598	86.9
Survey form				
IPEDS-S	4,293	4,182	3,701	88.5
IPEDS-CN	4,924	4,564	3,897	85.4
Sector				
Central office	104	71	71	100.0
Public 4-year or above	628	630	600	95.2
Private, nonprofit, 4-year or above	1,998	1,967	1,614	82.1
Private, for-profit, 4-year or above	181	187	142	75.9
Public 2-year	1,283	1,270	1,228	96.7
Private, nonprofit, 2-year	623	594	525	88.4
Private, for-profit, 2-year	724	653	562	86.1
Public, less than 2-year	294	282	255	90.4
Private, nonprofit, less-than-2-year	282	252	209	82.9
Private, for-profit, less-than-2-year	3,100	2,840	2,392	84.2

¹See table 2 for the number of institutions receiving the survey form, number of institutions responding, and response rate for HEGIS and non-HEGIS institutions for the 50 states and the District of Columbia.

Table 2 reports the number of institutions in the universe and the number responding for the 50 states and the District of Columbia by control and level of institution. The response rate for total postsecondary institutions was 87.0 percent and for the institutions of higher education, 93.7 percent. Response for the “other postsecondary” group was 81.9 percent of the total universe of 8,598 institutions, 3,716 were institutions of higher education and 4,882 were classified as other postsecondary.

Table 2.--Response rates of postsecondary institutions receiving the Fall Staff survey, by control and level of institution: 50 states and the District of Columbia

Level of institution	Total	Public	Private		
			Total	Nonprofit	For-profit
All postsecondary.....	8,598	2,211	6,387	2,765	3,622
4-year	2,762	646	2,116	1,931	185
2-year	2,506	1,283	1,223	589	634
Less than 2-year	3,330	282	3,048	245	2,803
Higher education	3,716	1,709	2,007	1,692	315
4-year	2,252	636	1,616	1,509	107
2-year	1,449	1,071	378	179	199
Less than 2-year	15	2	13	4	9
Other postsecondary.....	4,882	502	4,380	1,073	3,307
4-year	510	10	500	422	78
2-year	1,057	212	845	410	435
Less than 2-year	3,315	280	3,035	241	2,794
Institutions responding					
All postsecondary.....	7,476	2,117	5,359	2,302	3,057
4-year	2,336	617	1,719	1,578	141
2-year	2,314	1,245	1,069	521	548
Less than 2-year	2,826	255	2,571	203	2,368
Higher education	3,480	1,654	1,826	1,547	279
4-year	2,088	608	1,480	1,379	101
2-year	1,381	1,044	337	164	173
Less than 2-year	11	2	9	4	5
Other postsecondary.....	3,996	463	3,533	755	2,778
4-year	248	9	239	199	40
2-year	933	201	732	357	375
Less than 2-year	2,815	253	2,562	199	2,363
Response rate					
All postsecondary.....	87.0	95.8	83.9	83.3	84.4
4-year	84.6	95.5	81.2	81.7	76.2
2-year	92.3	97.0	87.4	88.5	86.4
Less than 2-year	84.9	90.4	84.4	82.9	84.5
Higher education	93.7	96.8	91.2	91.4	88.6
4-year	92.7	95.6	91.6	91.4	94.4
2-year	95.3	97.5	89.1	91.6	86.9
Less than 2-year	73.3	100.0	69.2	100.0	55.6
Other postsecondary.....	81.9	92.2	80.7	70.4	84.0
4-year	48.6	90.0	47.8	47.2	51.3
2-year	88.3	94.8	86.6	87.1	86.2
Less than 2-year	84.9	90.4	84.4	82.6	84.6

NOTE: Table represents response rate for higher education and other postsecondary institutions for the 50 states and the District of Columbia.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), "Fall Staff," and "Consolidated" surveys (IPEDS-S and IPEDS-CN), 1995.

Survey Conduct and Editing

Followup for nonresponse on the IPEDS-CN survey began with a mailing in December 1995. Telephone followup for nonresponse on the IPED-S survey began in January 1996 and continued with a second telephone followup in February 1996. The Postsecondary Education Telephone System (PETS) was used to collect data from the nonrespondents to the surveys in that group of institutions for which IPEDS state coordinators were not responsible for followup.

On the CN survey, all forms were edited for major reporting and processing errors. Survey responses were edited for inter-year consistency. Total lines were generated and compared to the reported totals. If there were differences, and they were within an acceptable range of tolerance, the generated total replaced the reported total. If the difference appeared larger than a simple arithmetic error, the institution was contacted to resolve the discrepancy.

On the S survey, all forms were edited for reporting and processing errors. Survey responses were edited for internal and inter-year consistency. Addition checks were performed by adding down the columns and comparing generated with reported totals. If there were differences, and they were within an acceptable range of tolerance, the generated total replaced the reported total and the cell was flagged with the proper imputation code. If the difference exceeded the designated range, institutions were contacted for verification/correction. Addition checks were also performed by generating totals for men and women across columns in each line of data submitted on the form. These generated totals by sex were compared to the reported totals, and a balance field was created if they differed. Checks were also made comparing total faculty, line 22, with line 107, summary by tenure status.

Confidentiality of data

Data cells containing salary class intervals by sex and race/ethnicity are considered confidential, and are, therefore, excluded from the file. Only total lines are included. For a description of total lines reported see Appendix B.

The confidentiality of individuals' salaries was preserved in accordance with Title V, Section 501 (a) of the Education Amendments of 1974 (Public Law 93-380, 93rd Congress, August 21, 1974), which amends part A of the General Education Provisions Act by adding a new Section 406 specifically referring to NCES. Section (d) (2) of the Act is cited below:

“The Center shall develop and enforce standards designed to protect the confidentiality of persons in the collection, reporting, and publication of data under this section. This subparagraph shall not be construed to protect the confidentiality of information about institutions, organizations, and agencies receiving grants from or having contracts with the Federal Government.”

To accommodate the research needs of analysts for timely access to Fall Staff confidential data, a special restricted use faculty salaries data file was created which contains these deleted data cells. Still this file may contain information that could lead to the inadvertent disclosure of a respondent's identity, this data file may be released only to users who have signed the NCES licensing agreement and affidavit of nondisclosure.

To obtain further details and a licensing agreement form, please write or telephone:

Cynthia L. Barton
Data Security Assistant
National Center for Education Statistics
555 New Jersey Avenue, NW
Room 408I
Washington, DC 20208
Telephone: (202) 219-2199

Method of Imputation for the 1995 IPEDS Fall Staff Survey

Below we discuss the imputation methods used to compensate for missing data in the 1995 IPEDS Fall Staff survey: (a) provides a brief review of the data collected in the survey and the data available for imputation; (b) discusses the extent of nonresponse and; (c) summarizes the methods used to handle the missing data.

(A) The 1995 IPEDS Fall Staff Survey Imputation

The 1995 IPEDS Fall Staff survey collected data about the number of staff employed in all postsecondary institutions in the United States and outlying areas. Two survey forms were used: the S form and the CN form. The S form was used for higher education institutions and schools offering a baccalaureate or higher degree. It collected detailed data about the number of staff by characteristics, including sex (male and female), employment status (full time and part time), occupational activities (8 categories), race/ ethnicity (7 categories), and income (6 to 9 categories). The 1995 S form contained six parts, collecting detailed counts of full-time faculty members, all other full-time employees, part-time

employees, staff from contracted or donated services, full-time faculty by tenure status, and new hires. The S form contained over 2,000 data items and the CN form contained 34 data items counting staff by sex, employment status, and occupational categories.

The survey forms were designed as a series of tables, and data are collected for the cells and the margins of the tables. The constraint was that the data items corresponding to the table cells had to add to the items on the row margins and the column margins, and in turn, the items on margins had to add to the table total.

The IPEDS Fall Staff survey collected data on a biennial basis (in odd-numbered years). The last survey was conducted in 1993. Most institutions in the 1995 Fall Staff survey were also included in the 1993 survey. The core data items were the same for both 1993 and 1995 but the salary class intervals were revised upwards for all job categories for the 1995 survey. The new items collected in the 1995 IPEDS-S form, found in Part C and Part E, were not included in the imputation.

(B) Number of Responding and Nonresponding Institutions

Table 3 shows the number of responding and nonresponding institutions in 1995 and their status in 1993. Among the 8,846 institutions (including 100 closed institutions) included in the survey, 4,637 received the CN form, and the remaining 4,209 institutions received the S form. Most institutions that participated provided complete responses on all items. Partial nonresponse was relatively rare. It mainly occurred among the CN form institutions because institutions provided data about the total number of employees but failed to provide the counts by specific categories. Most institutions included in both 1993 and 1995 also received the same forms for both years. There were 773 new institutions in 1995.

Table 3. Number of institutions by response status

Survey form type	Number of institutions				
	Total	Complete respondents	Partial respondents	Nonrespondents	Closed
Total	8,846	6,901	684	1,161	100
1995 CN form	4,637	3,228	669	667	73
1993 CN form	3,983	2,857	535	528	63
1993 S form	7	4	2	1	0
New in 1995	647	367	132	138	10
1995 S form	4,209	3,673	15	494	27
1993 S form	3,993	3,524	14	433	22
1993 CN form	90	62	1	22	5
New in 1995	126	87	0	39	0

(C) Imputations

Nonresponding institutions to the 1995 Fall Staff survey were divided into two primary categories: institutions that either responded or were imputed in 1993; and new institutions in 1995. For institutions with data from 1993, a cold-deck imputation method was used to replace missing data in the current survey with prior data. This method is known as a “cold” deck because the source of data for imputation came from a prior survey. Adjustments were made to the cold-deck imputed value to reflect the changes in trends over time. For new institutions, a hot-deck imputation method was used based on data from the current survey. The hot-deck imputation was conducted using WESDECK, a SAS macro developed by Westat. WESDECK performs hot-deck imputation using a set of hard and soft boundaries that make up the imputation classes. Hard boundaries are non-negotiable, whereas soft boundaries may be crossed if insufficient donors are available.

For nonresponding institutions with 1993 data, the data items were imputed in sequence. For the CN form, the data items on the total lines were imputed first (total female full time, female part time, male full time, male part time). Then, the data items that were components of the total were imputed by apportioning the imputed total to individual items. The rates of change were calculated by selecting a peer group of institutions from the 1995 data and generating the percent change from 1993 to 1995. The donor groups were matched with the recipient institutions by institutional characteristics (level, control, locale, region, and Carnegie classification), enrollment size and the pattern of staff distribution in 1993. For the S form, an additional step was involved to first impute the table total (by employment activities), which was distributed to items on the total line (by race and sex); and the total line items were then distributed to the cells (by income and occupational category). The values in the table cells were added across the rows to generate the items on the column total. Lastly, a final edit

check was conducted to ensure that the imputed values conformed with the constraints that the values of items in the column and row totals sum to the overall table total.

For new institutions with missing data, a donor was selected among all institutions with complete responses on similar characteristics in terms of enrollment size, sector, and type. A restriction was imposed so that donors were only used once. Due to their specific characteristics, historically black institutions (HBCUs), and tribal institutions were imputed separately using donors from respective institutions.

An imputation flag variable was included in the data file to identify cases with imputed data and the method of imputation.

No imputations were done for Part E from the IPEDS-S survey, nor for the Institutional Characteristics (IC) survey. Included in this group are 12 institutions that responded to the CN form but were newly accredited higher education institutions and, therefore, were to be included in the S file. (The other 3 newly accredited higher education institutions did not respond to either survey and were imputed as S forms.)

III. USER GUIDELINES FOR PROCESSING THE 1995 IPEDS FALL STAFF SURVEY DATA FILE

Overview

The 1995 Fall Staff survey (IPEDS-S and IPEDS-CN) provides a vehicle for estimating staff data for all of the nation's postsecondary education providers. The diskette contains staff data for 4-year, 2-year, and less-than-2-year institutions. The information on this file can be used to answer such questions as the following:

- a. What is the total number of full-time and part-time staff employed in the nation's postsecondary institutions?
- b. How many staff are employed in institutions that have a 2-year instructional program?
- c. What proportion of staff are employed on a part-time basis? Does this vary by type of institution?
- d. How many women are employed as administrators or faculty?
- e. How many black, non-Hispanic women are employed as administrators or faculty?

The guidelines that follow are designed to help analysts by reducing the time between receiving the file and generating accurate numbers to answer these types of questions.

File Structure and Other Information

Enhancements and Modifications to the 1995 Files

Salary class intervals have been revised, which may affect historical comparisons and analyses. A new Part C “All Other Full-Time Employees by Racial/Ethnic Category, Sex, Primary Occupational Activity” has been added. In Part F, Tenure of Full-Time Faculty, “No Academic Rank” has been revised to “Other Faculty.”

The formats of the S95_S.DAT and S95_CN.DAT files have been revised to conform to each other. These enhancements simplify processing. The data are especially designed for use on the PC platform.

- The 'Line Number' variables from the CN file have been numbered to correspond with those on the S file. A 'Line 85' variable (total staff by gender) has been calculated for the CN file (Line 72 + Line 84 for STAFF15 and STAFF16), although it is not included in the CN survey. Line 85 is included in the S file as well.
- The naming of variables across files also is consistent. For example, the variables STAFF15 and STAFF16 are total male and female staff in both files.
- The S file is quite large; therefore, when no data are reported or imputed for a particular line, the line is deleted. This shrinks the file 40 percent or more.
- Rather than maintaining the variable NONEWHIR on each data record, the variable is created on the IC file. If there were no new hires for the institution, the NONEWHIR is set to '1.' The IC file also contains the variable NOSERVIC. If the institution had no donated or contracted services, then NOSEVIC='1.'
- The 13 institutions that were mailed an IPEDS-CN form but were newly accredited higher education institutions were included in the IPED-S file (these institutions were imputed for item nonresponse). Institutions on the IC file that have FORMRT='S' or have a FICE>0 will be found in the S95_S file.

The following general guidelines will be useful in working with the Fall Staff file:

The file will have to be subset explicitly for specific analyses. The programmer must select both the type and control of institution or sector that will be analyzed and the primary occupational group under consideration. Because the population is represented by total and broken down by category, care must be taken not to double count.

For example, suppose the following question is asked: "What is the total number of all executive, administrative and managerial staff in public 4-year and above higher education institutions?"

Using Statistical Analysis System (SAS) statements, selecting the proper records could be performed as follows:

```

        /* CREATE DATASETS, KEEPING THE NEEDED VARIABLES ONLY */
PROC SORT DATA=S95_CN(KEEP=UNITID LINE STAFF15 STAFF16); BY UNITID;
PROC SORT DATA=SS95_SKEEP=UNITID LINE STAFF15 STAFF16); BY UNITID;
        PROC SORT DATA=S95_IC(KEEP=UNITID FICE CONTROL LEVEL RSTATUS OBEREG); BY
UNITID;
        /* MERGE IC VARIABLES, SET DATASETS TOGETHER */
DATA MERGCN;
    MERGE S95_CN(IN=IN1) S95_IC(IN=IN2);
    BY UNITID;
    IF IN1 & IN2;
    RUN;
DATA MERGS;
    MERGE S95_SIN=IN1) S95_IC(IN=IN2);
    BY UNITID;
    IF IN1 & IN2;
    RUN;

DATA ONE; SET MERGS MERGCN;
WHERE OBEREG<9;
    IF (LEVEL=1 AND CONTROL=1);
    IF LINE IN(85,72,84)
    IF FICE>0;
    TOTAL=SUM(OF STAFF15 STAFF16);
    RUN;
        /* THEN SELECT... */
        /* 50 STATES & DC */
        /* 4-YR, PUBLIC SCHOOLS */
        /* TOTAL STAFF, P/T & F/T.. */
        /* HEGIS SCHOOLS ONLY */
        /* SUM MALE/FEMALE STAFF */

PROC SUMMARY DATA=ONE;
    CLASS LINE;
    VAR STAFF15 STAFF16 TOTAL;
    OUTPUT OUT=NONHEG SUM=;
..RUN;

```

Obviously, there are many ways to subset the file. This demonstrates the kind of logic needed to obtain the proper records for analysis. Remember that the ordering of the IF or WHERE tests can dramatically affect processing time. The rule of thumb is to eliminate records as soon as possible.

A subsetted file is easier to analyze on the PC. Summary statistics once calculated may be saved for future analysis and combined with other summary statistics. They need not be recomputed from the original data base for each use.

The postsecondary institutions on the Fall Staff data file are of two types: (1) higher education institutions (identified by the presence of a FICE code in record positions 083-088); and (2) other postsecondary institutions (without FICE codes). Response rates for higher education institutions and other postsecondary institutions are 93.7 percent and 81.9 percent, respectively (see table 2).

The definitions and instructions for compiling IPEDS data have been designed to minimize problems encountered when making institutional comparisons. However, postsecondary institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

There are no imputations on Part E of the Fall Staff survey form (contracted or donated services.)

Data field codes that are too extensive to be listed in the “Description” column of the record layout are included as separate lists in Appendix A.

A UNITID number is present on every record, and it is the unique identification code assigned by NCES to identify each separate postsecondary institution and administrative unit on the file. The UNITID is a constant number and will not change over time. The UNITID links all IPEDS survey data bases for that institution (specifically, the Institutional Characteristics, Fall Enrollment, Fall Enrollment in Occupationally Specific Programs, Completions, Finance, Salaries, Fall Staff, Academic Libraries, and Consolidated surveys).

A final note involves institutions of higher education and their branches, which may be reported differently under IPEDS than under HEGIS. IPEDS continues to use FICE codes to identify institutions of higher education. However, IPEDS separately identifies all institutions and branches that offer complete programs of study. Thus, a school may have several entries but may have only one assigned FICE code.

In order to identify the branches of higher education schools that are separate reporting units in IPEDS, NCES has developed a dummy FICE code (the institution’s FICE with a ‘9’ in the first position). For example, assume that ABC College (FICE code - 005555) has one assigned FICE code. The IPEDS system considers it to be three separate schools, each with its own UNITID code:

UNITID	Institution Name	FICE Code
123444	ABC College - Main Campus	005555
123555	ABC College - West Campus	905555
123666	ABC College - Another City	905555

The file contains an indicator in position 115 that identifies the 103 historically black colleges and universities (HBCUs listed in Appendix A). These institutions are also on both the listing established by the White House Initiative and the list issued by the U.S. Department of Education, Office

of Postsecondary Education (OPE) (which notes eligibility for Title III funding at the undergraduate level), with some exceptions. The following schools are not defined as HBCUs by OPE because they do not fit the guidelines for Title III funding: The University of the District of Columbia, Howard University, Interdenominational Theological Center, and Clinton Junior College. Natchez College is flagged as an HBCU for tracking purposes only; it was included prior to 1979, when it lost its accreditation.

Recently, OPE has recognized certain graduate level programs at historically black institutions as qualifying for Title III funding. These are listed below for reference:

Alabama A & M University (qualified graduate programs)	AL
Tuskegee University (veterinary medicine)	AL
Florida A & M University School of Pharmaceutical Sciences	FL
Clark Atlanta University	GA
Morehouse School of Medicine	GA
Southern University School of Law	LA
Xavier University School of Pharmacy	LA
Morgan State University (qualified graduate programs)	MD
Univ. of Maryland Eastern Shore (qualified graduate programs)	MD
Jackson State University (qualified graduate programs)	MS
North Carolina Central University School of Law	NC
North Carolina A & T University (qualified graduate programs)	NC
Meharry Medical College	TN
Texas Southern Univ. School of Law & School of Pharmacy	TX
Hampton University (qualified graduate programs)	VA

VI. DATA DESCRIPTION

Record layout for the 1995 Fall staff data base file

Variable Name	Length	Record Position	Variable Type	Description
File name: S95_IC.DAT - Institutional characteristics for fall enrollment file				
UNITID	6	1 - 6	AN	This is a unique identifier for each institution.
INSTNM	50	7 - 56	AN	Institution (entity) name
CITY	20	57 - 76	AN	
STABBR	2	77 - 78	AN	Post Office Code State abbreviations. (See appendix A. ICD list 1)
FIPS	2	79 - 80	AN	FIPS State Code. (See appendix A. ICD list 1)
OBereg	2	81 - 82	AN	OBE Region Code. (See Appendix A. ICD list 1 & 2)
FICE	6	83 - 88	AN	Identifies schools accredited at the college level by an agency recognized by the Secretary of Education (formerly included in HEGIS) Blank for non-HEGIS schools.
RSTATUS	1	89 - 89	AN	1 = Respondent 3 = Nonrespondent, not imputed 4 = Nonrespondent, imputed Blank=institution closed before fall 1995
IMPTYPE	1	90 - 90	AN	Type of Imputation 1 = Record was imputed using "hot deck" method 2 = Record was imputed using institution's previous year's data 9 = Partial imputation (imputation was done for nonresponding data items only) blank = no imputation was done
PARCHILD	1	91 - 91	AN	Parent/child indicator 1 = Parent record(Combined data respondent, carries data for more than one institution) 2 = Child record (Data reported with the parent institution) 3 = Child with data (record contains some data, but some data are reported with the parent institution - applicable to finance and fall staff). blank=not parent/child
UNITIDX	6	92 - 97	AN	UNITID of institution where data is reported (parent/child institutions)
SECTOR	2	98 - 99	AN	Generated Sector (based on response to IC survey) 00 - Central, System or Corporate Offices 01 - Public, 4 year or above 02 - Private, nonprofit, 4 year or above 03 - Private, for-profit, 4 year or above 04 - Public, 2 year 05 - Private, nonprofit, 2 year 06 - Private, for-profit, 2 year 07 - Public, less than 2 year 08 - Private, nonprofit, less than 2 year 09 - Private for-profit, less than 2 year
LEVEL	1	100 - 100	AN	1 = 4 or more years (Baccalaureate or higher) 2 = At least 2 but less than 4 years (Below baccalaureate) 3 = Less than 2 years (Below associate)
CONTROL	1	101 - 101	AN	1 = Public 2 = Private, nonprofit 3 = Private, for-profit

Record layout for the 1995 Fall Staff data base file--continued

Variable Name	Length	Record Position	Variable Type	Description
AFFIL	1	102 - 102	AN	1 = Public 2 = Private, for-profit 3 = Private, nonprofit, no religious affiliation 4 = Private, nonprofit, Catholic 5 = Private, nonprofit, Jewish 6 = Private, nonprofit, Protestant 7 = Private, nonprofit, Other religious affiliation blank = no response
HLOFFER	2	103 - 104	AN	Highest level of offering 01 = Postsecondary Award, Certificate or Diploma of less than one academic year 02 = Postsecondary Award, Certificate, Diploma of at least 1 but < 2 academic yrs 03 = Associate's Degree 04 = Postsecondary Award, Certificate, Diploma of at least 2 but < 4 academic yrs. 05 = Bachelor's Degree 06 = Postbaccalaureate Certificate 07 = Master's Degree 08 = Post-Master's Certificate 09 = Doctor's Degree 00 = Other blank = Not applicable or non-response
FPOFFER	1	105 - 105	AN	First-Professional Offering 1 = First-Professional Degree or post-degree certificate, blank=no
LOCALE	1	106 - 106	AN	Degree of urbanicity (See appendix A. ICD list 4)
PCTMIN1	2	107 - 108	AN	Percent minority - (generated from 1994 fall enrollment (Appendix A. ICD list 5)
PCTMIN2	2	109 - 110	AN	%1994 fall enrollment Black, non-Hispanic
PCTMIN3	2	111 - 112	AN	%1994 fall enrollment American Indian/Alaskan Native
PCTMIN4	2	113 - 114	AN	%1994 fall enrollment Asian/Pacific Islander
HBCU	1	115 - 115	AN	%1994 Fall enrollment Hispanic
HOSPITAL	1	116 - 116	AN	Historically Black Colleges & Universities (1=yes, blank=no Appendix A. ICD list 6)
MEDICAL	1	117 - 117	AN	Institution has hospital (1 = yes, blank = none)
TRIBAL	1	118 - 118	AN	Institution grants a medical degree (1 = yes, blank = none)
CARNEGIE	2	119 - 120	AN	Tribal college (1 =yes, blank = no)
SOURCE	1	121 - 121	AN	1994 Carnegie classification code (see Appendix A. ICD list 7)
OPEID	8	122 - 129	AN	Data Source - Medium used to collect data (see Appendix A. ICD list 8)
NCESEDIT	1	130 - 130	AN	Office of Postsecondary Education identification number for those institutions eligible to participate in Title IV (financial aid) programs
FORMRT	3	131 - 133	AN	Edit flag 1 = Record was edited and no critical errors were found. 2 = Record was edited and errors were resolved. 3 = Record was edited and errors are not resolved (early release only). blank = record has not been edited (Early release only)
NONEWHIR	1	134 - 134	AN	"S", or "CN" survey form
NOSERVIC	1	135 - 135	AN	Part G no new hires 1=institution has no new hires
				Part E services contracted or donated 1=institution has no major services contracted or donated

Record layout for the 1995 Fall Staff data base file--continued

Variable Name	Length	Record Position	Variable Type	Description
---------------	--------	-----------------	---------------	-------------

File name: S95_S.DAT - 1995 Fall staff "S" survey Parts A, B, C, D, F, and G, - Staff counts by race/ethnicity, sex, and primary occupational activity

Men: SRACE15 = SRACE01+SRACE03+SRACE05+SRACE07+SRACE09+SRACE11+SRACE13;

Women: SRACE16 = SRACE02+SRACE04+SRACE06+SRACE08+SRACE10+SRACE12+SRACE14;

UNITID	6	1 - 6	AN	This is a unique identifier for each institution.
PART	1	7 - 7	AN	A,B,C,D,F & G
LINE	3	8 - 10	AN	See survey form or Appendix B)
STAFF01	6	13 - 18	N	Non-resident alien men - Column (1)
STAFF02	6	19 - 24	N	Non-resident alien women - Column (2)
STAFF03	6	25 - 30	N	Black non-Hispanic men - Column (3)
STAFF04	6	31 - 36	N	Black non-Hispanic women - Column (4)
STAFF05	6	37 - 42	N	American Indian or Alaskan Native men - Column (5)
STAFF06	6	43 - 48	N	American Indian or Alaskan Native women - Column (6)
STAFF07	6	49 - 54	N	Asian or Pacific Islander men - Column (7)
STAFF08	6	55 - 60	N	Asian or Pacific Islander women - Column (8)
STAFF09	6	61 - 66	N	Hispanic men - Column (9)
STAFF10	6	67 - 72	N	Hispanic women - Column (10)
STAFF11	6	73 - 78	N	White non-Hispanic men - Column (11)
STAFF12	6	79 - 84	N	White non-Hispanic women - Column (12)
STAFF13	6	85 - 90	N	Race-ethnicity unknown men - Column (13)
STAFF14	6	91 - 96	N	Race-ethnicity unknown women - Column (14)
STAFF15	6	97 - 102	N	Total men - Column (15)
STAFF16	6	103 - 108	N	Total women - Column (16)
XSTAFF01	1	109 - 109	AN	Item imputation Flags (see appendix A. ICD list 9)
XSTAFF02	1	110 - 110	AN	
XSTAFF03	1	111 - 111	AN	
XSTAFF04	1	112 - 112	AN	
XSTAFF05	1	113 - 113	AN	
XSTAFF06	1	114 - 114	AN	
XSTAFF07	1	115 - 115	AN	
XSTAFF08	1	116 - 116	AN	
XSTAFF09	1	117 - 117	AN	
XSTAFF10	1	118 - 118	AN	
XSTAFF11	1	119 - 119	AN	
XSTAFF12	1	120 - 120	AN	
XSTAFF13	1	121 - 121	AN	
XSTAFF14	1	122 - 122	AN	
XSTAFF15	1	123 - 123	AN	
XSTAFF16	1	124 - 124	AN	

Record layout for the 1995 Fall Staff data base file--continued

Variable Name	Length	Record Position	Variable Type	Description
---------------	--------	-----------------	---------------	-------------

File name:S95_S.DAT - 1995 Fall staff "S" survey Part E, - Services contracted or donated by attendance status and primary occupational activity

UNITID	6	1 6	AN	This is a unique identifier for each institution.
PART	1	7 - 7	AN	E
FILLER	5	8 - 12	N	
SRVCFT1	6	13 - 18	N	Exec./admin. & managerial full-time
SRVCPT1	6	19 - 24	N	Exec./admin. & managerial part-time
SRVCFT2	6	25 - 30	N	Faculty(Instruct. Res. Pub. Srv.) full-time
SRVCPT2	6	31 - 36	N	Faculty(Instruct. Res. Pub. Srv.) part-time
SRVCFT3	6	37 - 42	N	Other professionals full-time
SRVCPT3	6	43 - 48	N	Other professionals part-time
SRVCFT4	6	49 - 54	N	Technical/paraprofessionals full-time
SRVCPT4	6	55 - 60	N	Technical/paraprofessionals part-time
SRVCFT5	6	61 - 66	N	Clerical & secretarial full-time
SRVCPT5	6	67 - 72	N	Clerical & secretarial part-time
SRVCFT6	6	73 - 78	N	Skilled crafts full-time
SRVCPT6	6	79 - 84	N	Skilled crafts part-time
SRVCFT7	6	85 - 90	N	Service/maintenance full-time
SRVCPT7	6	91 - 96	N	Service/maintenance part-time
SRVCFT8	6	97 - 102	N	Total contracted & donated serv. full-time
SRVCPT8	6	103 - 108	N	Total contracted & donated serv. part-time
XSRVCFT1	1	109 - 109	AN	Item imputation Flags (see appendix A. ICD list 9)
XSRVCPT1	1	110 - 110	AN	
XSRVCFT2	1	111 - 111	AN	
XSRVCPT2	1	112 - 112	AN	
XSRVCFT3	1	113 - 113	AN	
XSRVCPT3	1	114 - 114	AN	
XSRVCFT4	1	115 - 115	AN	
XSRVCPT4	1	116 - 116	AN	
XSRVCFT5	1	117 - 117	AN	
XSRVCPT5	1	118 - 118	AN	
XSRVCFT6	1	119 - 119	AN	
XSRVCPT6	1	120 - 120	AN	
XSRVCFT7	1	121 - 121	AN	
XSRVCPT7	1	122 - 122	AN	
XSRVCFT8	1	123 - 123	AN	
XSRVCPT8	1	124 - 124	AN	

Record layout for the 1995 Fall Staff data base file--continued

Variable Name	Length	Record Position	Variable Type	Description
---------------	--------	-----------------	---------------	-------------

File name: S95_CN.DAT - 1995 Fall staff "CN" survey Part E, - Staff counts by race/ethnicity, sex, attendance status and primary occupational activity

UNITID	6	1 - 6	AN	This is a unique identifier for each institution.
PART	1	7 - 7	AN	A,B, and C
LINE	3	8 - 10	N	See survey form or Appendix B
STAFF15	6	13 - 18	N	Total male
STAFF16	6	19 - 24	N	Total female
XSTAFF15	1	25 - 25	AN	Imputation flag total male
XSTAFF16	1	26 - 26	AN	Imputation flag total female

Appendix A

INSTITUTIONAL CHARACTERISTICS AND CODING SCHEMES

Appendix A IPEDS CODE DESCRIPTORS (ICD)

These IPEDS Code Descriptors provide information on the IPEDS survey cycles, regional accreditation, and codes for states and OBE regions.

List 1 - State Codes

STATE NAME (PO)	STABBR CODE	FIPS	OBE REGION	REGIONAL ACCREDITATION
Alabama	AL	01	5 - Southeast	SACSCC,SACCOE
Alaska	AK	02	8 - Far West	NWASC
Arizona	AZ	04	6 - Southwest	NCACHE,NCACOS
Arkansas	AR	05	5 - Southeast	NCACHE,NCACOS
California	CA	06	8 - Far West	WASCJC,WASCCS,WASCSR
Colorado	CO	08	7 - Rocky Mountains	NCACHE,NCACOS
Connecticut	CT	09	1 - New England	E
Delaware	DE	10	2 - Mid East	MSACHE,MSACSS
District of Columbia	DC	11	2 - Mid East	MSACHE,MSACSS
Florida	FL	12	5 - Southeast	SACSCC,SACCOE
Georgia	GA	13	5 - Southeast	SACSCC,SACCOE
Hawaii	HI	15	8 - Far West	WASCJC,WASCCS,WASCSR
Idaho	ID	16	7 - Rocky Mountains	NWASC
Illinois	IL	17	3 - Great Lakes	NCACHE,NCACOS
Indiana	IN	18	3 - Great Lakes	NCACHE,NCACOS
Iowa	IA	19	4 - Plains	NCACHE,NCACOS
Kansas	KS	20	4 - Plains	NCACHE,NCACOS
Kentucky	KY	21	5 - Southeast	SACSCC,SACCOE
Louisiana	LA	22	5 - Southeast	SACSCC,SACCOE
Maine	ME	23	1 - New England	E
Maryland	MD	24	2 - Mid East	MSACHE,MSACSS
Massachusetts	MA	25	1 - New England	E
Michigan	MI	26	3 - Great Lakes	NCACHE,NCACOS
Minnesota	MN	27	4 - Plains	NCACHE,NCACOS
Mississippi	MS	28	5 - Southeast	SACSCC,SACCOE
Missouri	MO	29	4 - Plains	NCACHE,NCACOS
Montana	MT	30	7 - Rocky Mountains	NWASC
Nebraska	NE	31	4 - Plains	NCACHE,NCACOS
Nevada	NV	32	8 - Far West	NWASC
New Hampshire	NH	33	1 - New England	E
New Jersey	NJ	34	2 - Mid East	MSACHE,MSACSS
New Mexico	NM	35	6 - Southwest	NCACHE,NCACOS
New York	NY	36	2 - Mid East	MSACHE,MSACSS
North Carolina	NC	37	5 - Southeast	SACSCC,SACCOE
North Dakota	ND	38	4 - Plains	NCACHE,NCACOS

Appendix A

List 1 - State Codes (continued)

STATE NAME (PO)	STABBR CODE	FIPS	OBE REGION	REGIONAL ACCREDITATION
Ohio	OH	39	3 - Great Lakes	NCACHE,NCACOS
Oklahoma	OK	40	6 - Southwest	NCACHE,NCACOS
Oregon	OR	41	8 - Far West	NWASC
Pennsylvania	PA	42	2 - Mid East	MSACHE,MSACSS
Rhode Island	RI	44	1 - New England	E
South Carolina	SC	45	5 - Southeast	SACSCC,SACCOE
South Dakota	SD	46	4 - Plains	NCACHE,NCACOS
Tennessee	TN	47	5 - Southeast	SACSCC,SACCOE
Texas	TX	48	6 - Southwest	SACSCC,SACCOE
Utah	UT	49	7 - Rocky Mountains	NWASC
Vermont	VT	50	1 - New England	E
Virginia	VA	51	5 - Southeast	SACSCC,SACCOE
Washington	WA	53	8 - Far West	NWASC
West Virginia	WV	54	5 - Southeast	NCACHE,NCACOS
Wisconsin	WI	55	3 - Great Lakes	NCACHE,NCACOS
Wyoming	WY	56	7 - Rocky Mountains	NCACHE,NCACOS
American Samoa	AS	60	9 - Outlying Areas	WASCJC,WASCCS,WASCSR
Federated States of Micronesia	FM	64	9 - Outlying Areas	WASCJC,WASCCS,WASCSR
Guam	GU	66	9 - Outlying Areas	WASCJC,WASCCS,WASCSR
Marshall Islands	MH	68	9 - Outlying Areas	WASCJC,WASCCS,WASCSR
Northern Marianas	MP	69	9 - Outlying Areas	WASCJC,WASCCS,WASCSR
Palau	PW	70	9 - Outlying Areas	WASCJC,WASCCS,WASCSR
Puerto Rico	PR	72	9 - Outlying Areas	MSACHE,MSACSS
Virgin Islands	VI	78	9 - Outlying Areas	MSACHE,MSACSS

Appendix A

List 2 - OBE Region Codes

00 - U.S. Service schools

01 - New England CT ME MA NH RI VT

02 - Mid East DE DC MD NJ NY PA

03 - Great Lakes IL IN MI OH WI

04 - Plains IA KS MN MO NE ND SD

05 - Southeast AL AR FL GA KY LA MS NC SC TN VA WV

06 - Southwest AZ NM OK TX

07 - Rocky Mountains CO ID MT UT WY

08 - Far West AK CA HI NV OR WA

09 - Outlying Areas AS FM GU MH MP PR PW VI

List 3 - Regional Accreditation Agency Codes (Institutional Characteristics file only)

01 - (MSACHE) Middle States Association of Colleges and Schools, Commission on Higher Education

02 - (MSACSS) Middle States Association of Colleges and Schools, Commission on Secondary Schools

03 - (NCACHE) North Central Association of Colleges and Schools, Commission on Institutions of Higher Education

04 - (NCACOS) North Central Association of Colleges and Schools, Commission on Schools

05 - (NWASC) Northwest Association of Schools and Colleges, Commission on Colleges

06 - (SACSCC) Southern Association of Colleges and Schools, Commission on Colleges

07 - (SACCOE) Southern Association of Colleges and Schools, Commission on Occupational Education Institutions

08 - (WASCJC) Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

09 - (WASCCS) Western Association of Schools and Colleges, Accrediting Commission for Schools

10 - (WASCSR) Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

Note: (E) New England Association of Schools and Colleges - was omitted from the 1995 survey, but will be included in 1996.

Appendix A

List 4 - Locale codes - Degree of Urbanization

Codes Definitions

- b - blank

- 1 - **Large City** - A central city of a CMSA or MSA with the city having a population greater than or equal to 250,000.

- 2 - **Mid-size City** - A central city of a CMSA or MSA, with the city having a population less than 250,000.

- 3 - **Urban Fringe of Large City** - Any incorporated place, CDP, or non-place territory within a CMSA or MSA of a Large City and defined as urban by the Census Bureau.

- 4 - **Urban Fringe of Mid-size City** - Any incorporated place, CDP, or non-place territory within a CMSA or MSA of a Large City of a Mid-size City and defined as urban by the Census Bureau

- 5 - **Large Town** - An incorporated place or CDP with a population greater than or equal to 25,000 and located outside a CMSA or MSA.

- 6 - **Small Town** - An incorporated place or CDP with a population less than 25,000 and greater than or equal to 2,500 and located outside a CMSA or MSA.

- 7 - **Rural** - Any incorporated place, CDP, or non-place territory designated as rural by the Census Bureau.

- 9 - **Not Assigned**

List 5 - Percent Minority Enrollment Codes

The percent minority enrollment variables are included in all IPEDS data files to help users classify institutions by minority enrollment characteristics. These percentages were generated from the 1994 fall enrollment data file.

Codes Values

- 00 - 0% to less than .5%

- 01-98 - .5% to less than 98.5%

- 99 - 98.5% to 100%

- Blank - Percent minority was not calculated because the institution:
 - (1) was not in the 1994 fall enrollment file;
 - (2) or was imputed in 1994 using the mean averages of its sector;
 - (3) did not report race-ethnicity in 1994;

Appendix A

List 6 - Historically Black Colleges and Universities (HBCUs)

UNITID	Institution Name	State	Sector
100654	Alabama A & M University	AL	1
100724	Alabama State University	AL	1
101073	Concordia College	AL	5
101462	J F Drake State Technical College	AL	4
101569	Lawson State Community College	AL	4
101675	Miles College	AL	2
101912	Oakwood College	AL	2
102030	Bishop State Community College	AL	4
102058	Selma University	AL	2
102270	Stillman College	AL	2
102298	Talladega College	AL	2
102313	Trenholm State Technical College	AL	4
102377	Tuskegee University	AL	2
106306	Arkansas Baptist College	AR	2
106412	University of Arkansas at Pine Bluff	AR	1
107600	Philander Smith College	AR	2
107840	Shorter College	AR	5
130934	Delaware State University	DE	1
131399	University of the District of Columbia	DC	1
131520	Howard University	DC	2
132602	Bethune Cookman College	FL	2
133526	Edward Waters College	FL	2
133650	Florida Agricultural and Mechanical University	FL	1
133979	Florida Memorial College	FL	2
138716	Albany State College	GA	1
138947	Clark Atlanta University	GA	2
139719	Fort Valley State College	GA	1
140146	Interdenominational Theological Center	GA	2
140553	Morehouse College	GA	2
140562	Morehouse School of Medicine/1	GA	2
140571	Morris Brown College	GA	2
140720	Paine College	GA	2
140960	Savannah State College	GA	1
141060	Spelman College	GA	2
157058	Kentucky State University	KY	1
158802	Dillard University	LA	2
159009	Grambling State University	LA	1
160621	Southern University and A & M College-Baton Rouge	LA	1
160630	Southern University-New Orleans	LA	1
160649	Southern University-Shreveport-Bossier City Campus	LA	4
160904	Xavier University	LA	2
162007	Bowie State University	MD	1
162283	Coppin State College	MD	1
163338	University of Maryland Eastern Shore	MD	1
163453	Morgan State University	MD	1
170693	Lewis College of Business	MI	5

Appendix A

List 6 - Historically Black Colleges and Universities (HBCU's) - continued

UNITID	Institution Name	State	Sector
175342	Alcorn State University	MS	1
175519	Coahoma Community College	MS	4
175768	Hinds Community College-Utica Campus	MS	4
175856	Jackson State University	MS	1
175926	Mary Holmes College	MS	5
176044	Mississippi Valley State University	MS	1
176318	Rust College	MS	2
176406	Tougaloo College	MS	2
177551	Harris-Stowe State College	MO	1
177940	Lincoln University	MO	1
197948	Barber-Scotia College	NC	2
197993	Bennett College	NC	2
198507	Elizabeth City State University	NC	1
198543	Fayetteville State University	NC	1
198756	Johnson C Smith University	NC	2
198862	Livingstone College	NC	2
199102	North Carolina Agricultural & Technical State University	NC	1
199157	North Carolina Central University	NC	1
199582	Saint Augustine's College	NC	2
199643	Shaw University	NC	2
199999	Winston-Salem State University	NC	1
201690	Central State University	OH	1
206491	Wilberforce University	OH	2
207209	Langston University	OK	1
211608	Cheyney University of Pennsylvania	PA	1
213598	Lincoln University	PA	1
217624	Allen University	SC	2
217721	Benedict College	SC	2
217873	Claflin College	SC	2
217891	Clinton Junior College/2	SC	5
217989	Denmark Technical College	SC	4
218399	Morris College	SC	2
218733	South Carolina State University	SC	1
218919	Voorhees College	SC	2
220181	Fisk University	TN	2
220561	Knoxville College	TN	2
220598	Lane College	TN	2
220604	Le Moyne-Owen College	TN	2
220792	Meharry Medical College	TN	2
221838	Tennessee State University	TN	1
225575	Huston-Tillotson College	TX	2
225885	Jarvis Christian College	TX	2
227429	Paul Quinn College	TX	2
227526	Prairie View A & M University	TX	1
227854	St Philips College	TX	4
228486	Southwestern Christian College	TX	2

Appendix A

List 6 - Historically Black Colleges and Universities (HBCU's) - continued

UNITID	Institution Name	State	Sector
228884	Texas College	TX	2
229063	Texas Southern University	TX	1
229887	Wiley College	TX	2
232265	Hampton University	VA	2
232937	Norfolk State University	VA	1
233499	Saint Paul's College	VA	2
234155	Virginia State University	VA	1
234164	Virginia Union University	VA	2
237215	Bluefield State College	WV	1
237899	West Virginia State College	WV	1
243665	University of the Virgin Islands	VI	1

1/ Exempt from Faculty Salary Survey

2/ Institution is not on the Faculty Salary file because it is a 2-year institution and is not accredited at the college level.

Appendix A

List 7 - Carnegie Foundation Classification Codes

The 1994 classification system created by the Carnegie Foundation for the Advancement of Teaching is included in the IPEDS data files to help users of this information further delineate institutions by type. This classification, which dates back to 1970, currently includes approximately 3,600 colleges and universities in the United States that are degree-granting and accredited by an agency recognized by the Secretary, U.S. Department of Education.

The 10 categories that make up the new classification scheme are based largely on academic mission and are **not** intended to measure quality. Institutions are classified according to their highest level of offering, the number of degrees conferred by discipline, and the amount of federal support for research received by the institution. Some categories also rely on the selectivity of the institution's admissions.

Information provided by the Carnegie Foundation was matched against the IPEDS "Institutional Characteristics" file and the codes are indicated in the institutional listings where matches were certain. It is important for users to note that IPEDS includes separate listings for all branches of an institution, whereas, in some instances, Carnegie lists only one campus (which encompasses the main campus and all branches). Each of the categories, and the coding scheme used in this file, are explained below:

11 - RESEARCH UNIVERSITIES I

These institutions offer a full range of baccalaureate programs, are committed to graduate education through the doctorate, and give high priority to research. They award 50 or more doctoral degrees each year. In addition, they receive annually \$40 million or more in federal support.

12 - RESEARCH UNIVERSITIES II

These institutions offer a full range of baccalaureate programs, are committed to graduate education through the doctorate, and give high priority to research. They award 50 or more doctoral degrees each year. In addition, they receive annually between \$15.5 million and \$40 million in federal support.

13 - DOCTORAL UNIVERSITIES I

These institutions offer a full range of baccalaureate programs and are committed to graduate education through the doctorate. They award at least 40 doctoral degrees annually in five or more disciplines.

14 - DOCTORAL UNIVERSITIES II

These institutions offer a full range of baccalaureate programs and are committed to graduate education through the doctorate. They award annually at least 10 doctoral degrees (in three or more disciplines), or 20 or more doctoral degrees in one or more disciplines.

Appendix A

List 7 - Carnegie Foundation Classification Codes - continued

21 - MASTER'S (COMPREHENSIVE) UNIVERSITIES AND COLLEGES I

These institutions offer a full range of baccalaureate programs and are committed to graduate education through the master's degree. They award 40 or more master's degrees annually in three or more disciplines.

22 - MASTER'S (COMPREHENSIVE) UNIVERSITIES AND COLLEGES II

These institutions offer a full range of baccalaureate programs and are committed to graduate education through the master's degree. They award 20 or more master's degrees annually in one or more disciplines.

31 - BACCALAUREATE (LIBERAL ARTS) COLLEGES I

These institutions are primarily undergraduate colleges with major emphasis on baccalaureate degree programs. They award 40 percent or more of their baccalaureate degrees in liberal arts fields and are restrictive in admissions.

32 - BACCALAUREATE COLLEGES II

These institutions are primarily undergraduate colleges with major emphasis on baccalaureate degree programs. They award less than 40 percent of their baccalaureate degrees in liberal arts fields or are less restrictive in admissions.

40 - ASSOCIATE OF ARTS COLLEGES

These institutions offer associate of arts certificate or degree programs and, with few exceptions, offer no baccalaureate degrees.

SPECIALIZED INSTITUTIONS

These institutions offer degrees ranging from the baccalaureate to the doctorate. At least 50 percent of the degrees awarded by these institutions are in a single discipline.

51 - Theological seminaries, Bible colleges and other institutions offering degrees in religion: This category includes institutions at which the primary purpose is to offer religious instruction or train members of the clergy.

52 - Medical schools and medical centers: These institutions award most of their professional degrees in medicine. In some instances, their programs include other health professional schools, such as dentistry, pharmacy, or nursing.

Appendix A

List 7 - Carnegie Foundation Classification Codes - continued

- 53 - Other separate health profession schools:** Institutions in this category award most of their degrees in such fields as chiropractic, nursing, pharmacy, or podiatry.
- 54 - Schools of engineering and technology:** The institutions in this category award at least a bachelor's degree in programs limited almost exclusively to technical fields of study.
- 55 - Schools of business and management:** The schools in this category award most of their bachelor's or graduate degrees in business or business-related programs.
- 56 - Schools of art, music, and design:** Institutions in this category award most of their bachelor's or graduate degrees in art, music, design, architecture, or some combination of such fields.
- 57 - Schools of law:** The schools in this category award most of their degrees in law. The list includes only institutions that are separate entities or campuses.
- 58 - Teachers colleges:** Institutions in this category award most of their bachelor's or graduate degrees in education or education-related fields.
- 59 - Other specialized institutions:** Institutions in this category include graduate centers, maritime academies, military institutes, and institutions that do not fit any other classification category.
- 60- Tribal colleges:** These colleges are, with few exceptions, tribally controlled and located on reservations. They are all members of the American Indian Higher Education Consortium.

List 8 - Data source - Medium used to collect data

- b - Not returned
- 1 - Internet
- 2 - Tape
- 3 - Diskette
- 4 - Form
- 5 - Form Facsimile
- 6 - PETS
- 7 - Other

Appendix A

List 9 -Item Imputation Flag Descriptors

- N - Original data field was blank (nonresponse)
- R - Original data value was a reported value, including reported zero
- A - Analyst adjusted a reported value
- C - Analyst corrected a cell that was previously a nonresponse
- P - Imputation for a cell that was previously a nonresponse, using prior year data as the base for imputation
- Q - Imputation for a cell that was previously reported, using prior year data as the base for imputation
- I - Imputation for a cell that was previously a nonresponse, using a method other than prior year
- X - Imputation for a cell that was previously reported, using a method other than prior year
- S - Details are adjusted (raked) to sum to the total
- T - Total adjusted to equal the sum of the detail
- U - Library data unavailable
- Z - Implied reported zero
- J - Analyst adjusted reported value during scan edit of survey form
- M- Data moved from one part of survey form to a corresponding field in another part of the survey

Appendix B

FALL STAFF DATA AVAILABLE

Appendix B
Fall Staff Data Available "S" form (total lines only)

Line Number	Description
	Part A - Full-time Faculty (Instruction/Research/Public Service) Employees by Racial/Ethnic Status, Sex, and Primary Occupational Activity (page 4 of the survey form):
10	Total 9/10 Month Salary Contracts
11	Less Than 9/10 Month Salary Contracts
21	Total 11/12 Month Salary Contracts
22	Part A Total (Sum of Lines 10+11+21) (Same as Line 107)
	Part B - All Other Full-Time Employees By Racial/Ethnic Status, Sex, and Primary Occupational Activity (pages 5 through 7 of the survey form):
32	Total Executive, Administrative and Managerial
42	Total Other Professionals (Support/Service)
49	Total Technical and Paraprofessionals
56	Total Clerical and Secretarial
63	Total Skilled Crafts
70	Total Service/Maintenance
71	Part B Total
72	Grand Total all Full-time Employees
	Part C - All Other Full-Time Employees by Racial/Ethnic Status, Sex, and Primary Occupational Activity (page 8 of the survey form):
73	Total Executive, Administrative and Managerial Personnel with Academic Rank and/or Tenure
74	Full-time Staff Paid in Full From "Soft money" sources
75	Nonresident Aliens (included in line 22)

Appendix B
Fall Staff Data Available "S" form (total lines only) - continued

Line Number	Description
Part D - Part-time Employees by Racial/Ethnic Status, Sex and Primary Occupational Activity (page 9 of the survey form):	
76	Executive, Administrative, and Managerial
77	Faculty (Instruction/Research/Public Service)
78	Instruction/Research Assistants
79	Other professionals (Support/Service)
80	Technical and Paraprofessionals
81	Clerical and Secretarial
82	Skilled Crafts
83	Service/Maintenance
84	Total Part-time Employees
85	Grand Total All Employees
Part E - Tenure of Full-time Faculty (Instruction/Research/Public Service) By Racial/Ethnic Status, Sex and Academic Rank	
1. Faculty with tenure	
86	Professors
87	Associate professors
88	Assistant professors
89	Instructors
90	Lecturers
91	No academic rank
92	Total Faculty with Tenure
2. Non-tenured Faculty (Those on tenure track)	
93	Professors
94	Associate professors
95	Assistant professors
96	Instructors
97	Lecturers
98	No academic rank
99	Total non-tenured Faculty (Those on tenure track)

Appendix B
Fall Staff Data Available "S" form (total lines only) - continued

Line Number	Description
	3. Non-tenured Faculty (Those not on tenure track)
100	Professors
101	Associate professors
102	Assistant professors
103	Instructors
104	Lecturers
105	No academic rank
106	Total non-tenured Faculty (Those not on tenure track)
107	Total Faculty (Sum of lines 92+99) (Same as line 22)
	Part G - New Hires By Racial/Ethnic Status, Sex and Primary Occupational Activity
108	Executive, Administrative, and Managerial Faculty
109	a. Tenured
110	b. Non-tenured on track
111	c. Non-tenured not on track
112	Other professionals (Support-Service)
113	Technical and Paraprofessionals
114	Clerical and Secretarial
115	Skilled Crafts
116	Service/Maintenance
117	Total (Sum of lines 109-116)

Appendix B
Fall Staff Data Available "S" form (total lines only)

Line Number	Description
------------------------	--------------------

Fall Staff Data Available - "CN" form (total lines only)

Part E - Employees By Sex, Attendance Status and Primary Occupational Activity

Full-time Employees

32	Executive, Administrative, and Managerial
22	Faculty (Instruction/Research/Public Service)
42	Other professionals (Support/Service)
49	Technical and Paraprofessionals
56	Clerical and Secretarial
63	Skilled Crafts
70	Service/Maintenance
72	Total All Full-time Employees

Part-time Employees

76	Executive, Administrative, and Managerial
77	Faculty (Instruction/Research/Public Service)
78	Instruction/Research Assistants
79	Other professionals (Support/Service)
80	Technical and Paraprofessionals
81	Clerical and Secretarial
82	Skilled Crafts
83	Service/Maintenance
84	Total All Part-time Employees
85	Grand Total All Employees

Appendix C

1995 Fall Staff IPEDS CN File - Crosswalk for Consolidated survey form and Fall Staff survey form

Primary occupation	Men					Women				
	CN form		Staff form		Total	CN form		Staff form		Total
	Line	Column	Line	Column		Line	Column	Line	Column	
Full-time										
Faculty	2	1	22	15	11,005	2	2	22	16	15,747
Executive/administrative and managerial	1	1	32	15	5,428	1	2	32	16	7,335
Other professionals(support service)	4	1	42	15	2,438	4	2	42	16	4,759
Technical and paraprofessionals	5	1	49	15	596	5	2	49	16	1,004
Clerical and secretarial	6	1	56	15	700	6	2	56	16	6,854
Skilled Crafts	7	1	63	15	152	7	2	63	16	133
Service and Maintenance	8	1	70	15	2,255	8	2	70	16	719
Total full-time employees	9	1	72	15	22,574	9	2	72	16	36,551
Part-time										
Executive/administrative and manager	1	3	76	15	615	1	4	76	16	885
Faculty	2	3	77	15	9,595	2	4	77	16	12,320
Instruction/Research Assistants	3	3	78	15	1,533	3	4	78	16	1,714
Other professionals(support service)	4	3	79	15	486	4	4	79	16	1,065
Technical and paraprofessionals	5	3	80	15	396	5	4	80	16	575
Clerical and secretarial	6	3	81	15	261	6	4	81	16	2,319
Skilled Crafts	7	3	82	15	47	7	4	82	16	58
Service and Maintenance	8	3	83	15	1,895	8	4	83	16	763
Total Part-time employees	9	3	84	15	14,828	9	4	84	16	19,699
Total Employees	--	--	85	15	37,402	--	--	85	16	56,250

-- Total employees (line 85) was not asked on the CN survey form and was generated for the data file.

1995 Fall Staff IPEDS S File - Total Staff Counts - Public Use File

Line No.	Employees by contract length and salary class intervals	Nonresident Alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
10	Total 9/10 Month Contract	3849	1299	10294	9581	965	665	13400	4495	6976	5093	215632	118139	759	471	251875	139743
11	Total < 9/10 Month Contract	180	49	189	160	12	12	158	60	134	113	2208	1926	82	68	2963	2388
21	Total 11/12 Month Contract	4198	1370	3573	3469	299	222	7036	2910	3701	2862	91534	42154	536	319	110877	53306
22	Total Faculty	8227	2718	14056	13210	1276	899	20594	7465	10811	8068	309374	162219	1377	858	365715	195437
32	Executive	380	237	5922	6920	370	343	1510	1189	2659	2510	69812	51856	297	221	80950	63276
42	Support Services	6175	3702	11217	23998	748	1127	7568	10291	5665	9185	120848	176536	634	846	152855	225685
49	Technical	771	898	7170	15422	385	509	2658	3655	3856	4931	45227	57760	221	314	60288	83489
56	Clerical	208	709	6267	50425	237	1982	1859	7480	3641	21841	21447	237861	119	857	33778	321155
63	Skilled Crafts	101	7	6333	508	512	42	727	25	4038	172	47124	2403	156	15	58991	3172
70	Service/Maintenance	464	337	31664	25332	935	488	2699	1687	13608	6104	67832	34352	447	222	117649	68522
71	Total Part B	8099	5890	68573	122605	3187	4491	17021	24327	33467	44743	372290	560768	1874	2475	504511	765299
72	Total Full-time	16326	8608	82629	135815	4463	5390	37615	31792	44278	52811	681664	722987	3251	3333	870226	960736
73	Prof. staff w/ rank	41	9	1148	828	68	46	437	144	477	346	16301	6661	54	37	18526	8071
74	FT staff - "soft money"	4388	2154	5531	12545	302	527	4329	4031	2245	4118	39886	56536	2295	3478	58976	83389
75	Nonresident aliens	0	0	198	59	0	0	1592	452	184	86	1804	571	148	55	3926	1223
76	PT Executive	13	15	303	333	8	18	72	74	109	108	2482	3147	74	68	3061	3763
77	PT Faculty	2846	1542	9439	10276	784	728	6378	4807	7575	6388	168220	150015	12442	8253	207684	182009
78	PT Instruction	30029	13689	3493	4508	407	399	8293	5510	4036	3778	74213	61797	4631	3266	125102	92947
79	PT Other	1237	718	1750	3157	123	170	1198	1728	864	1257	18808	41757	1893	990	25873	49777
80	PT Technical	309	345	1540	3206	105	176	867	1311	1031	1765	12432	22042	708	729	16992	29574
81	PT Clerical	797	765	3408	8063	111	394	1286	2027	2349	4370	12927	54584	1084	1128	21962	71331
82	PT Skilled Crafts	18	5	293	125	26	6	36	15	91	19	1852	788	68	59	2384	1017
83	PT Service	468	306	4070	3513	135	114	527	494	1498	1046	14954	12584	912	352	22564	18409
84	PT Total	35717	17385	24296	33181	1699	2005	18657	15966	17553	18731	305888	346714	21812	14845	425622	448827

1995 Fall Staff IPEDS S File - Total Staff Counts - Public Use File

Line No.	Employees by contract length and salary class intervals	Nonresident Alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
85	Total All Employees	52043	25993	106925	168996	6162	7395	56272	47758	61831	71542	987552	1069701	25063	18178	1295848	1409563
86	Tenure Professors	571	59	2531	1321	268	58	6167	801	2409	967	108358	21878	167	36	120471	25120
87	Associate professors	550	98	2170	1617	168	90	3584	840	1821	1286	57093	25877	88	36	65474	29844
88	Assistant professors	38	17	674	870	40	18	372	222	553	738	8416	6928	12	6	10105	8799
89	Instructors	3	0	588	584	134	75	326	340	675	549	9610	6774	107	70	11443	8392
90	Lecturers	0	0	53	64	0	0	12	15	27	37	255	160	0	0	347	276
91	Other faculty	10	3	161	218	31	17	88	84	133	123	4768	3291	33	18	5224	3754
92	Tenured Faculty	1172	177	6177	4674	641	258	10549	2302	5618	3700	188500	64908	407	166	213064	76185
93	Non-tenured Professors	68	11	199	113	13	3	170	32	66	20	2215	614	29	2	2760	795
94	Associate professors	240	43	726	517	33	24	722	191	374	200	8619	4510	57	23	10771	5508
95	Assistant professors	1983	705	2359	2365	170	185	3760	1612	1517	1205	33431	26603	245	155	43465	32830
96	Instructors	113	67	482	639	49	28	304	250	386	393	3878	5284	41	40	5253	6701
97	Lecturers	17	5	27	39	1	1	17	12	16	12	174	191	2	1	254	261
98	Other faculty	46	18	88	93	12	13	85	61	51	36	1231	1192	8	8	1521	1421
99	Non-tenured on Track	2467	849	3881	3766	278	254	5058	2158	2410	1866	49548	38394	382	229	64024	47516
100	Non-ten no track Prof	246	26	389	268	19	13	412	130	184	118	7674	2606	38	17	8962	3178
101	Associate professors	210	53	350	318	22	17	574	280	248	152	8716	4536	38	6	10158	5362
102	Assistant professors	1228	372	916	933	46	64	1673	926	735	608	15939	13102	135	66	20672	16071
103	Instructors	455	244	1129	1534	114	117	698	574	860	876	14135	16291	115	109	17506	19745
104	Lecturers	217	188	279	350	26	26	218	290	156	193	4426	5398	34	42	5356	6487
105	Other faculty	2232	809	935	1367	130	150	1412	805	600	555	20436	16984	228	223	25973	20893
106	Non-tenured no Track	4588	1692	3998	4770	357	387	4987	3005	2783	2502	71326	58917	588	463	88627	71736
107	Total Faculty	8227	2718	14056	13210	1276	899	20594	7465	10811	8068	309374	162219	1377	858	365715	195437
108	New Hires-Exc, adm, mgr	14	9	297	293	21	16	58	64	94	112	2370	2095	37	21	2891	2610
109	Faculty tenured	32	9	38	37	6	3	71	33	106	132	808	473	90	43	1151	730
110	Fac non-ten on track	364	142	410	465	54	31	589	296	254	238	5759	4588	114	70	7544	5830
111	Fac non-ten no track	726	270	436	489	46	48	570	372	297	292	6517	6026	118	98	8710	7595
112	Other professionals	806	397	850	1191	64	78	657	716	380	520	7402	9635	113	127	10272	12664
113	Technical & paraprofess.	133	79	348	762	19	28	219	307	218	284	2601	3463	31	38	3569	4961
114	Clerical & secretarial	14	41	308	2062	12	85	99	366	176	964	1347	9962	34	113	1990	13593
115	Skilled crafts	4	1	134	23	13	3	14	0	81	10	937	98	10	1	1193	136
116	Service/Maintenance	37	22	1519	1038	41	34	108	73	516	223	2926	1620	60	48	5207	3058
117	Total New Hires	2130	970	4340	6360	276	326	2385	2227	2122	2775	30667	37960	607	559	42527	51177

Appendix C
1995 Fall Staff IPEDS E File - Contracted or Donated Services

Line No.	Occupational activity	Full-time	Part-time
1	Executive/administrative and managerial	1,575	331
2	Faculty	3,528	25,788
3	Other professionals(support service)	2,299	2,109
4	Technical and paraprofessionals	1,039	1,871
5	Clerical and secretarial	1,862	1,329
6	Skilled crafts	1,120	324
7	Service and maintenance	12,998	10,032
8	Total	24,421	41,784